



Center for Teaching with Technology

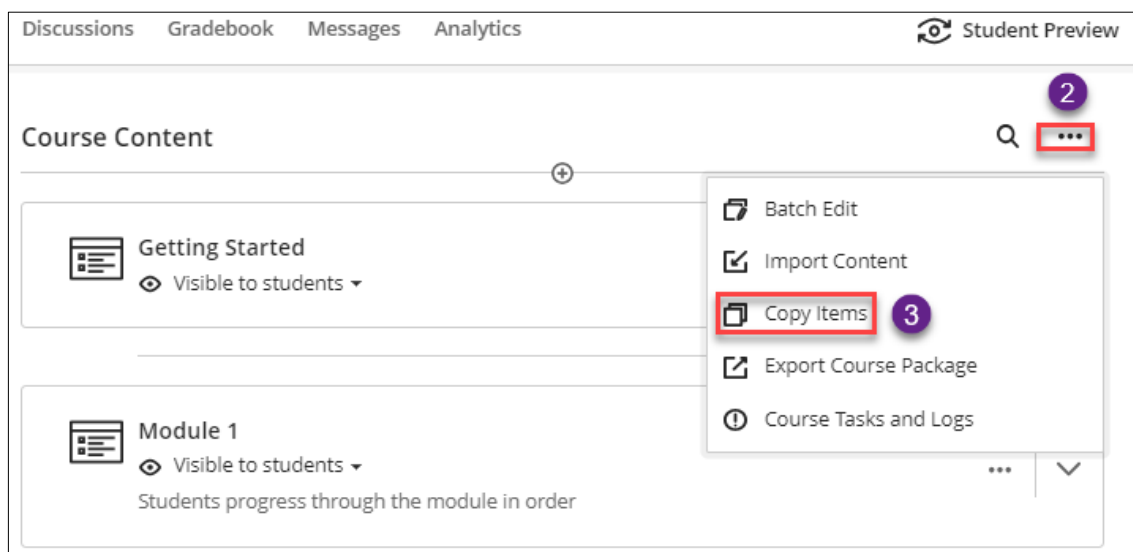
CTT Learning Space: Cheng Library 120k
Office: Library 120e – Phone: 973-720-2659

Copy Course Content – Ultra

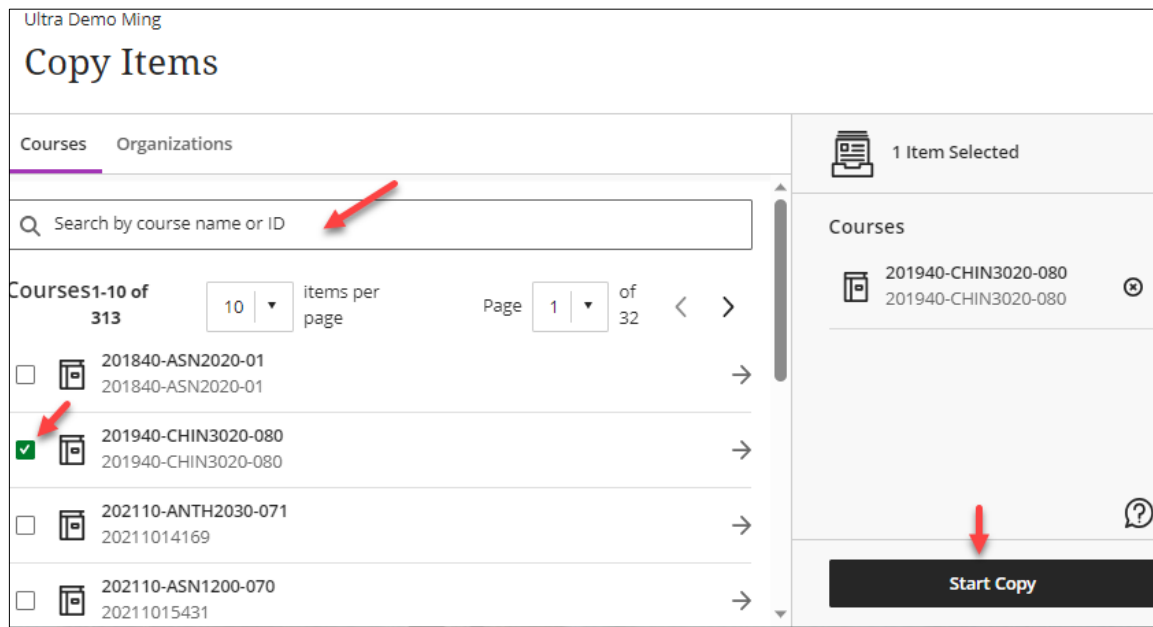
In Ultra, you can copy entire courses or individual items from other courses you are currently teaching or have taught in the past.

Copying an Entire Course

1. Open the destination course – the course you want to transfer the content to. This is opposite to Blackboard Original.
2. On the **Course Content** page (the course landing page), select the three-dot menu “...” next to the search option.



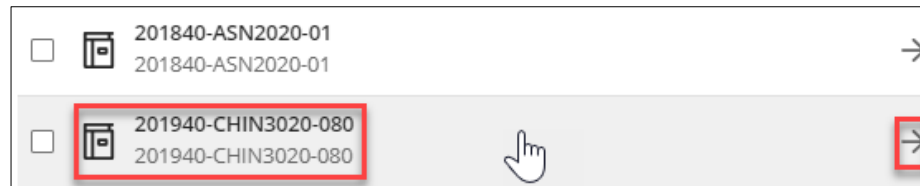
3. Select **Copy Items** in the slide-in panel.
4. In the **Copy Items** page, choose the course you want to copy on the course list by selecting the checkbox next to the course name (you can also select the search bar to find a course by its name or course ID).



- Once the course copy is complete, your copied course content appears in the Course Content area.

Copying Individual Items

- Follow steps 1-4 above to open the **Copy Content** panel. Then on the **Copy Items** page, locate the course that needs to be copied from.
- Click the name of a course, the arrow next to the course name, or anywhere in the greyed row (when you move your cursor to a selected course, the row will turn grey).

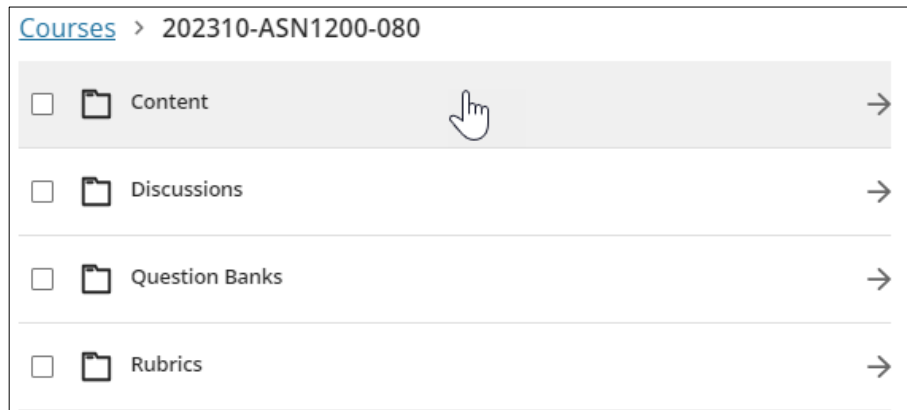


Note: Do not select the box next to the course name as that copies over the entire course itself.

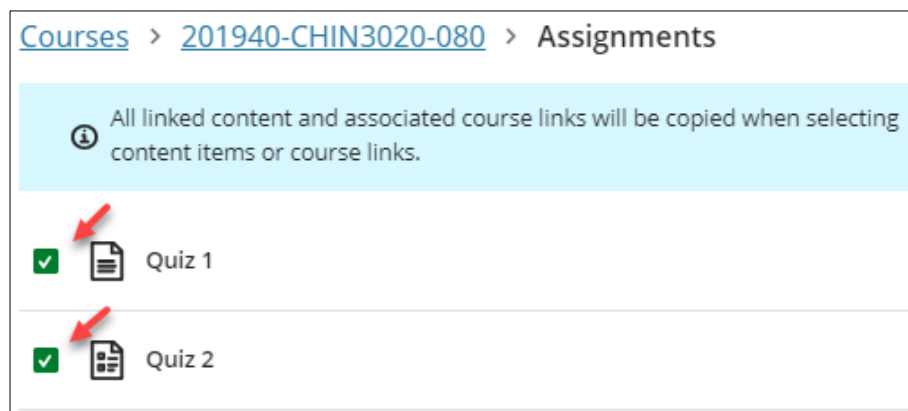
- Select the module/folder to see its available items to copy.
 - Copy from Original to Ultra:** You should see all the modules or folders you have created in the course.



- b. **Copy from Ultra to Ultra:** You should see four categories: **Content, Discussion, Question Banks, and Rubrics.**



4. Select the items you would like to copy.



5. Select **Start Copy** at the lower right corner.

Notes:

1. To copy a course the instructor must be the instructor of record on both the origin and destination course. Professor Green cannot copy course material into a course in which Professor Blue is listed as the instructor.
2. If two faculty agree to share content within or between semesters, we need to see consent from both parties.
3. Course copy in Ultra does not copy student-specific data (e.g. test and assignment submissions, grades, discussion posts, attendance data).
4. Copying course materials into an existing course only adds content to it; it does not remove existing content.
5. **Hidden** courses will not show up in the **Copy Content** panel.

The entire process is neither more complicated nor time-consuming than filling out a form requesting a course copy. However, control over one's intellectual material provides faulty the freedom to copy the preferred content on their own schedule!

2023-07-28